

**Position Requirements Document Cover Sheet****Position Number: 12882****Classification:** Budget Analyst, NH-0560-III**Local Title:****Employing Office Location:** Orlando, FL**Duty Station:** Orlando, FL**Org Info: Agency:** Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA (ALT)**1<sup>st</sup> Div:** Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)**2<sup>nd</sup> Div:** Project Support Group**3<sup>rd</sup> Div:** Finance Directorate**4<sup>th</sup> Div:**

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**Immediate Supervisor:** Jo Ann Hathaway**Title:** Director, Resource Management**Signature:** \_\_\_\_\_ **/s/** \_\_\_\_\_ **Date:** 4/24/03**Higher Supervisor or Manager:** \_\_\_\_\_**Title:** \_\_\_\_\_**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

**Classification Official:** Jerry L. Stahl**Title:** Business Operations Executive (Acting)**Signature:** \_\_\_\_\_ **/s/** \_\_\_\_\_ **Date:** 5/7/03**FLSA:** Exempt**Drug Test:** No**Key Position:****Sensitivity:** NCS**Reason for Submission:** Acq Demo Conversion**Previous PD Number:** various**Envir. Diff:****Acq Posn Category:** K**Acq Career Level:** 3**Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure:** ☐ Public Financial ☒ Confidential Financial☐ Supervisor ☐ Manager ☒ Neither**Citation 1:** USOPM PCS for Professional and Administrative Work in the Accounting and Budget Group, GS-0500, Dec 2000**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**BUS Code:** 7777 **CL:** 331**Emergency Ess:****OPM Functions Code:****Status:** Competitive**Subject to IA:** Yes**Mobilization:****Career Prg ID:** 11**CAPL Number:****Acq Posn Type:** 4**Acq Prog Ind:****Career Spec – Sec:****Mobility:**

**Acquisition Workforce Demo Project**  
**Position Requirements Document**

**I. Organization information:**

This position is located in the Matrix Division, Finance Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

**II. Position information:**

Budget Analyst, NH-0560-III

**III. Duties:**

Position is a senior Budget Analyst in the PEO STRI Matrix Division providing technical advice and guidance for the performance of Planning, Programming, Budgeting and Execution Systems (PPBES) functions in PEO STRI Core Business Units (CBUs). Performs all phases of PPBES processes as well as analyses, formulation, justification, presentation, execution, and review of the multi-year budget and program. Reviews, analyzes, and interprets legislation, appropriation language, and Government-wide and Defense Department directives pertaining to assigned programs. Participates in formulation of the Program Objective Memorandum and other budget submissions.

Plans, develops and formulates budgets for assigned accounts. Performs full range of budget analysis in support of multiple appropriations. Develops annual and long-range budget estimates for assigned accounts. Reviews and evaluates effects of budget and program changes and impacts on various appropriations and reimbursable dollars. Reviews budget estimates and recommends funding levels by developing budget plans, analyzing obligations and expenditures, validating allocations, and adjusting balances. Tracks complete budget process including appropriations, obligations and expenditures and supporting transactions to provide managers with current budget data.

Develops annual budget estimates for CBUs utilizing organization mission plans and objectives. Selects and enters budget information on a wide variety of related forms, schedules, and reports. Evaluates assigned funding budgets to ensure reliability of funding levels through review of projected programs and current obligations and expenditures. Reviews and analyzes requests for funded and unfunded requirements for related obligations for assigned accounts.

Monitors and tracks obligations and expenditures throughout the execution phase of the annual budget for assigned appropriations. Verifies that obligations and expenditures occur on a timely basis according to the annual plan and regulatory controls, and are within amount programmed. Reports and explains variations in excess of funding limits to the Business Manager. Prepares budget and data summaries for inclusion in routine and special reports on budget execution. Prepares and reviews allotments, commitments and obligations for all appropriations on a continuous basis to provide managers with current execution status. Selects and enters budget information on a wide variety of systems, web-based applications, forms, schedules, and reports.

Recommends the transfer of funds between programs and program elements under the same appropriation when funds needed to cover increases in obligations to stay within established limits. Prepares and documents requests for increases or decreases in funds with supporting documents. Develops materials and documents for briefings, conferences, and meetings to support funding requests on budget commitments and mission obligations.

Provides expert advice and guidance on the interpretation of all aspects of Congressional legislation, regulatory directives, and procedural requirements for the formulation, justification, presentation, and execution for assigned programs. Reviews, studies, interprets Congressional legislation, including preparation of narrative and other statistical justification in support of the President's Budget requests and/or supporting data for CBU officials to respond to request for PEO, DA, and OSD.

#### **IV. Factors:**

Factor: 1. - Problem Solving                      Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans

to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and

assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication                      Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management              Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

### **Selective requirements**

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

### **Knowledge, Skills, And Abilities (KSAs) For Qualification Purposes**

Knowledge of the DoD Planning, Programming, and Budgeting Systems (PPBS), its process, products, terminology, and guidance documents (e.g., Program Objective Memorandum (POM), Future Year

Defense Plan (FYDP), Defense Guidance, Joint Strategic Planning Systems)

Knowledge of budgeting for the following specific funds, Operations & Maintenance, Army, investment, and Foreign Military Sales, etc.

Knowledge of single-year appropriations and their characteristics, uses, applications and structure (e.g., O&M, military/civilian personnel)

Knowledge of policies, processes, procedures, and regulations governing budgetary processes

Knowledge of goals, resources, objectives, organizations, functions, and sources pertinent to the program(s) and the organizations studied or served, and related customers, functions, resources, and users

Ability to formulate and justify assigned budget

Ability to execute assigned budget

Knowledge of agency/OSD/OMB pricing policies, procedures, and objectives in order to establish, monitor, and justify standard prices which are billed to the customer

Ability to conduct studies, analyze data, develop alternatives, and make recommendations to resolve budget problems

Knowledge of program evaluation factors and techniques to assess program

Ability to give oral presentations

Ability to advise others

Ability to negotiate

Ability to communicate in writing

Knowledge of automated data processing concepts, systems capabilities, and economic usage to effectively complete assignments